

# **STATE OF ALABAMA**

## **Information Technology Policy**

### **Policy 630-03\_Rev C: E-Mail Usage**

#### **OBJECTIVE:**

Define acceptable and non-acceptable use of the State of Alabama e-mail systems.

#### **SCOPE:**

This policy applies to all users (State of Alabama employees, contractors, vendors, and business partners) of any State-managed electronic mail systems.

#### **RESPONSIBILITIES:**

State e-mail systems are to be used for business purposes in serving the interests of the government and of the people it serves in the course of normal operations.

E-mail shall be distributed, stored, and disposed of based on the data content in accordance with State information protection standards.

#### **Prohibited Use:**

State e-mail systems shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive (vulgar or pornographic) content or offensive comments about a person's race, gender, age, appearance, disabilities, political beliefs, or religious beliefs and practices. Employees who receive any e-mails with this content from any State employee should report the matter to their supervisor immediately. Additional prohibited uses of e-mail are addressed in State standards.

#### **Privacy:**

E-mail content created, stored, transmitted, or received using State resources are the property of the State. Nothing in this policy shall be construed to waive any claim of privilege or confidentiality of e-mail content. Authorized State personnel may access, monitor, or disclose e-mail content for state business purposes or to satisfy legal obligations.

#### **Personal Use:**

Incidental, occasional personal use of State e-mail is permitted; however, in accordance with The Code of Alabama, Section 36-25-5, state email shall not be used for "personal gain."

Employees and managers are responsible for exercising good judgment regarding the reasonableness (frequency and duration) of personal use. Personal e-mail shall be deleted or saved separately from work-related e-mail.

Users are permitted to include personal appointments in their Outlook calendar to help eliminate scheduling conflicts.

Users may store personal contact information in their Outlook contacts folder.

**Non-State E-Mail:**

Only state-sanctioned e-mail systems are approved for e-mail communications. Direct desktop to external e-mail systems access with client software such as Outlook is not allowed due to the risk of email-borne virus and disclosure of sensitive data.

**ENFORCEMENT:**

Refer to Information Technology Policy 600-00: Information Security.

[http://isd.alabama.gov/policy/Policy\\_600-00\\_Information\\_Security.pdf](http://isd.alabama.gov/policy/Policy_600-00_Information_Security.pdf)

**ADDITIONAL INFORMATION:**

DEFINITIONS: Refer to Information Technology Dictionary

[http://isd.alabama.gov/policy/IT\\_Dictionary.pdf](http://isd.alabama.gov/policy/IT_Dictionary.pdf)

*Signed by Jim Burns, Chief Information Officer*

**DOCUMENT HISTORY:**

Version	Release Date	Comments
Original	3/2/2006	
Rev A	7/12/2006	Added exception for managed client
Rev B	10/19/2006	Modified Prohibited Use
Rev C	5/20/2009	Modified description of Personal Use.